

INDIANA SPINAL CORD & BRAIN INJURY FUND **RESEARCH GRANT PROGRAM**

AN INITIATIVE FUNDED BY

**INDIANA STATE DEPARTMENT OF HEALTH
IN ACCORDANCE WITH INDIANA CODE IC 16-41-42.2**

Submission Due Date: Friday, December 11, 2015 @ 5pm

**PLEASE BE ADVISED THAT THIS IS CONSIDERED AN EXTERNAL GRANT AND
SHOULD BE ROUTED AND SIGNED BY THE APPROPRIATE INSTITUTIONAL
OFFICIAL PRIOR TO UPLOADING BY DECEMBER 11**

For IU/IUPUI this means it must be routed through ORA

Please contact Tammy Sajdyk via ictsi@iu.edu with questions

July 2015

INFORMATION FOR APPLICANTS:

GENERAL

The state of Indiana established the research fund known as the Indiana Spinal Cord and Brain Injury Research Fund (ISCBIRF) effective July 1, 2007. This fund, established under Indiana Code (IC) 16-41-42-4, will consist of appropriations, gifts and bequests, fees deposited in the fund under IC 9-29-5-2, and grants received from the federal government and private sources. These funds will be utilized to 1) establish and maintain a state medical surveillance registry for traumatic spinal cord and brain injuries; 2) fulfilling the duties of the board; and 3) funding research related to treatment, cure, and prevention of spinal cord and brain injuries. The fund is expected to generate approximately \$1.6 million per year, with the majority of money generated to be allocated to research projects.

This application package is designed for all researchers wishing to submit proposals for research projects / programs to be funded under item 3 noted above. Final funding decisions for all proposals submitted under this program will be made by the Indiana Spinal Cord and Brain Injury Research Fund Board, consisting of eight members as defined in section 5(a) of IC 16-41-42.2. The board will make these decisions after receiving input from an independent scientific advisory panel. This advisory panel will review proposals and make recommendations to the board.

The overall objective of this program is to foster and encourage research for the prevention, treatment and cure of spinal cord and brain injuries, including acute management, medical complications, rehabilitative techniques, and neuronal recovery. Collaborations are encouraged between Indiana-based researchers as well as with researchers located outside the state of Indiana, including researchers in other countries. Even though the Indiana statute encourages collaborations with researchers outside of Indiana, the primary research should be Indiana-based. Collaborations can be between Principal Investigators (PIs) at the same institution, different institutions, or a PI and a company. Salary support for collaborators outside of Indiana will be limited. Research must be conducted in compliance with all state and federal laws.

Because the nature and scope of the research proposed may vary, it is anticipated that the size of each award may also vary. Awards pursuant to this RFA are contingent upon the availability of funds and the receipt of a sufficient number of meritorious applications. Applications to this program are considered small grants and should include only those expenses directly applicable to the research with a **maximum requested amount of up to \$80,000 per year**. All applications should be limited to a two-year duration. (Note: funding is incremental and dependent upon adequate progress reports which will be reviewed and approved by the ISCBIRF Board.)

WHO MAY APPLY

Eligible lead Institutions / organizations are located within Indiana and fall into one or more of the following categories: public/state controlled Institution of higher education; private

institution of higher education; nonprofit with 501(c)(3) IRS status (other than institution of higher education); nonprofit without 501(c)(3) IRS status (other than institution of higher education); small business; for-profit organization (other than small business); state government; U.S. territory or possession; Indian/Native American Tribal Government (Federally Recognized); Indian/Native American Tribal government (other than federally recognized); Indian/Native American Tribally Designated Organization; non-domestic (non-U.S.) entity (foreign organization); Hispanic-serving institution; historically black colleges and universities (HBCUs); Tribally Controlled Colleges and Universities (TCCUs); Alaska Native and Native Hawaiian Serving institutions; regional organization eligible agencies of the federal government; and faith-based or community based organizations.

Eligible principal investigators must be based in Indiana and have the education, skills, knowledge, and resources necessary to carry out the proposed research.

Collaborations with other individuals and institutions throughout the United States and internationally are allowed, but a single communicating principal investigator must hold an appropriate position in the State of Indiana.

RESTRICTIONS / ALLOWABLE EXPENSES

1. Successful applications will be relative to the topic of spinal cord and brain injury and have high scientific merit.
2. The principal investigator(s) must be employed by an Indiana-based research institution / organization.
3. Requested grant funding period cannot exceed 24 months.
4. Budget request may not include indirect costs.
5. Travel budget requested must be limited to those expenses necessary to carry out the specific aims of the proposed project. TRAVEL TO CONFERENCES / SEMINARS IS NOT AN ALLOWABLE EXPENSE.
6. PI salaries and publication fees are deemed allowable expenses.

MECHANISM FOR SUBMISSION OF APPLICATION

Applications will be considered one time per year. **Submission due date is Friday, December 11, 2015 at 5:00pm.** Applications will be reviewed in January. Awards will be announced in February 2016, and the contracts distributed shortly thereafter. Therefore, the start date of the project period must be July 1, 2016.

Application forms are available at <http://www.in.gov/isdh/23657.htm> or www.indianactsi.org/grants

For questions about this program, please contact the Indiana Clinical and Translational Sciences Institute (CTSI), 705 Riley Hospital Drive, Indianapolis, IN 46202. Telephone number 317-278-7488.

Application submission.

Upload online at www.indianactsi.org/grants. To make alternative arrangements contact the CTSI at 317-278-7488.

Applications will follow this sequence:

Page 1 Face page, which specifies the title of the proposal, principal investigator and his/her institutional affiliation, where work will be performed, and the total budget. Signature of the Institutional Officer signifies approval and support of the time and effort specified by the PI on the application.

Page 2-3 Budget pages listing the direct costs for all personnel. Supplies and other costs must relate directly to performance of the project. Travel should be limited to the amount necessary to achieve the aims of the project TRAVEL TO CONFERENCES AND SEMINARS IS NOT AN ALLOWABLE EXPENSE. All costs should be specifically justified (limit justification to 1/2 page for each budget year).

Page 4 **Abstract:** Provide a brief (one paragraph) summary of your project

Page 5-14 **Research Plan** should be single spaced on 8 ½ x 11 white paper with at least 0.5 inch margins and not to exceed **10 pages**, including figures and tables. Type size must be clear and readily legible and at least 11 point font. *Please Note: Applications not following the formatting guidelines may be excluded from review.*

The **Research Plan** should address the project period and funding requested, show the scope of the overall project and justify how the proposed project will aid in finding a treatment or cure for spinal cord and brain injury. It is to the applicant's advantage to focus and establish priorities for the proposed project period. These priorities should be made clear in all relevant sections of the Research Plan.

The application narrative should be structured in accordance with the following format:

- A. Introduction:** State the overall objective or goal of the proposed research. Review the most significant previous work and describe the current status of research in the field. Document with references. Describe any preliminary work the principal investigator / collaborator has done which led to this proposal.
- B. Specific Aims:** List the specific aims.

- C. **Significance:** What is the potential importance of the proposed project? Discuss any novel ideas or contributions that the project offers. Make clear the potential importance of the proposed project for stimulating further research or attracting federal grant support.
- D. **Methods of Procedure:** Give details of the research plan, including a description of the experiments or other work proposed; the methods; species of animals (if applicable), techniques to be used; the kinds of data expected to be obtained; and the means by which the data will be analyzed or interpreted. If clinical studies are involved, give details of responsibility for patient selection and patient care. Include a discussion of pitfalls that might be encountered, and of the limitations of the procedures proposed. Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised. Insofar as possible, describe the principal experiments or observations in the sequence in which they will be conducted, and indicate a tentative schedule of the main steps of the investigation.
- E. **Statistics:** Provide a brief description of the plan for analysis.
- F. **Future Directions:** Briefly describe planned next steps for the data from this project (e.g. collaboration with another PI; an R type grant; a foundation grant, etc.)
- G. **Facilities Available:** Describe the facilities available for this project including laboratories, clinical resources, office space, animal quarters, etc. List major items of equipment available for this work.
- H. **Collaborative Arrangements:** If the proposed project requires collaboration of the PI with other investigators, describe the collaboration and provide evidence to assure the reviewers that the other collaborators agree to the arrangements (letters of support in the addendum).

Page 15 **Prior Submission:** If you have previously been awarded any ISCBIRF funding or your current project was previously submitted to the ISCBIRF funding mechanism you must address one of the scenarios below on a single page:

- **Funded projects:** For any previously funded ISCBIRF projects, you must address the overlap or the lack of overlap to this current project as well as providing a summary of the previously funded project's progress to date.
- **Unfunded projects:** For any projects previously submitted to the ISCBIRF mechanism that were not funded, you must address how this proposal has been revised and is different from the previously submitted application. Explanations for either funded or unfunded projects are limited to two pages.

Page 16 Senior / Key Personnel listing.

**Additional
Required
Pages** (not

included in
Appendix
total)

- References
- Biographical sketches of the principal investigator and any senior / key personnel in newly published NIH format (5-page maximum for each individual). [Click here for instructions.](#)
- Other Support of the principal investigator and any key personnel that are relevant to the proposed project; 3- page maximum for each individual.

**Additional
Appendices**

- **Up to six additional pages**, are allowed and may contain such items as letters of agreement from collaborators, letters of support from inside / outside the applicant institution, and additional scientific materials. Note: Applications exceeding this page limit may be excluded from review.

POST AWARD REQUIREMENTS

1. Complete a six month progress report during each of the two years of the award.
2. Complete a progress report annually for two years following the completion of funding. (Please note: If a one year no cost extension is given, then the project will require an additional progress report.)
3. Present ongoing work / findings to-date at a poster session during the ISCBIRF Board annual meeting
4. Notify the ISCBIRF Board in writing if you leave your institution before the project is complete and/or if the project is transferred to another PI.

NO COST EXTENSION REQUEST PROCESS

The ISCBIRF Board will consider no cost extension requests that are made three months prior to account closure. No cost extensions will be made for a time greater than 12 months following the official closing date of the grant, nor will additional extensions be granted. Approval of a no cost extension by the ISCBIRF Board also necessitates an additional annual progress report for the PI.

The following process for requesting a no cost extension **must** be followed to be considered:

1. A letter or email, requesting a no-cost extension for a period of no more than 12 months following the official closing date of the grant should be sent to the CTSI using tsajdyk@iu.edu and must be received at least three months prior to the official closing date of the account.
2. The letter or email should:
 - State that no additional funds are being requested.
 - Describe the progress to date
 - Justify the need for an extension and briefly describe the plan for completing the project within the time frame requested (up to 12 months)

3. The ISCBIRF Board will notify PIs whether the request was approved and if approved, a contract amendment from the ISDH to the representative institution will be initiated. This amendment must be signed and returned with an original signature prior to the official closing date of the grant.